




The Deputy Secretary of Energy
Washington, DC 20585
May 23, 2003

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: KYLE E. MCSLARROW 

SUBJECT: 2003 Inherently Governmental and Commercial
Activities (IGCA) Inventory

This is to request the necessary data for the Department of Energy (DOE) to complete the 2003 Federal Activities Inventory Reform Act (FAIR Act) of 1998, Public Law 105-270, commercial activities inventory and the Office of Management and Budget (OMB) inventory of inherently governmental activities. It is also a means of conveying to you the Secretary's and my continuing interest in using the Competitive Sourcing Initiative to DOE's benefit.

The inventory information that you develop in response to this memorandum will play a critical role in the Department's Competitive Sourcing Initiative. It is important for you to recognize that the decisions you make regarding the inventory will impact our ability to use the OMB Circular A-76 public-private competition process to improve DOE operations. Your determinations on whether or not Federal personnel are performing commercial activities that may be competed with the private sector will reflect your understanding of the direction this Department and the Federal Government must move. In his management agenda, President George W. Bush clearly stated that the public-private competition process, guided by OMB Circular A-76, is an important tool for improving the Federal Government.

As you begin this year's inventory process, you should know that I am keenly interested in ensuring that we are careful and consistent when determining that Federal personnel are actually performing inherently governmental activities. Since 1999, DOE has steadily increased the number of full-time equivalents (FTEs) we have declared to be performing inherently governmental activities. Some of this increase of approximately 3,800 FTEs may be reasonable to expect as the understanding of what it is that makes up an inherently governmental activity has matured. The increase may also be attributable to a natural inclination toward designating more of the Federal work force as inherently governmental to protect them and your organizations from potential competitive sourcing study. I will be concerned about any further movement of FTEs to the inherently governmental designation without substantial and convincing justification reflecting changes in function and/or the impact of reorganizations. I have asked the Director, Office of Competitive Sourcing/A-76 (OCS), to immediately approach your organizations with concerns about any movement in coding of FTEs towards inherently governmental or any other inventory concerns.

Each organization is to submit its 2003 IGCA Inventory, based on the FTE level (including vacancies) for FY 2003 as set forth in the FY 2004 budget, by **June 6, 2003**. Each "point of contact" listed in Attachment 1 will be provided an Excel data collection tool file showing the 2002 inventory recast into the 2003 format as prescribed by OMB. This will facilitate the 2003 update by not requiring reentry of all data, and it will also permit you to track and explain changes. The OMB and DOE guidance for these submissions is set forth beginning in Attachment 2. Attachment 3 is the list of offices that are to provide inventory data and accuracy of data verification. Attachment 4 is the Department of Energy Inherently Governmental and Commercial Activities Inventory, Guide to Inventory Submission of May 2003. Attachment 5 provides Sample Verification of Data Accuracy Memos.

During the two weeks after June 6, 2003, the OCS will be working with the Lead Program Secretarial Officers to promote consistency in the inventory across similar line operations and with senior management to ensure that all are aware of any major changes from prior year submissions. By **June 20, 2003**, major line organizations will provide formal written verification of the accuracy of their inventory submissions to the Secretary.

Please direct questions or concerns about the 2003 IGCA Inventory to Mr. Dennis O'Brien, Director, Office of Competitive Sourcing/A-76, at (202) 586-1690 or to dennis.o'brien@hq.doe.gov or to the DOE IGCA Inventory principal point of contact, Mr. Mark Hively, at (202) 586-5655 or to mark.hively@hq.doe.gov.

Attachments

Attachment 1 – List of IGCA Inventory Points of Contact

Attachment 2 – OMB & DOE 2003 IGCA Inventory Guidance Summary

Attachment 3 – List of Offices That Are To Provide Inventory Data and Accuracy Of Data Verification

Attachment 4 – *Department of Energy Inherently Governmental and Commercial Activities Inventory, Guide to Inventory Submission of May 2003*

Attachment 5 – Sample Verification of Data Accuracy Memos

**HEADS OF DEPARTMENTAL ELEMENTS DISTRIBUTION LIST FOR
2003 INHERENTLY GOVERNMENTAL & COMMERCIAL ACTIVITIES
INVENTORY**

Linton F. Brooks, Acting Under Secretary for National Nuclear Security
Robert G. Card, Under Secretary for Energy, Science & Environment
Craig R. Reed, Executive Director, Secretary of Energy Advisory Board
Shannon Henderson, Acting Assistant Secretary, Congressional and Intergovernmental Affairs
David K. Garman, Assistant Secretary, Energy Efficiency and Renewable Energy
Beverly Ann Cook, Assistant Secretary for Environment, Safety and Health
Jessie Hill Roberson, Assistant Secretary for Environmental Management
Carl Michael Smith, Assistant Secretary for Fossil Energy
Vicky A. Bailey, Assistant Secretary for Policy and International Affairs
Linton F. Brooks, Acting Administrator National Nuclear Security Administration
Karen S. Evans, Chief Information Officer
Lee Liberman Otis, General Counsel
Gregory H. Friedman, Inspector General
Guy F. Caruso, Administrator for Energy Information Administration
Margaret S. Y. Chu, Director of Civilian Radioactive Waste Management
Stephen W. Dillard, Director, Office of Counterintelligence
Theresa Alvarillar-Speake, Director, Office of Economic Impact and Diversity
James F. McDonnell, III, Director, Office of Energy Assurance
George B. Breznay, Director, Office of Hearings and Appeals
Glenn S. Podonsky, Director, Office of Independent Oversight & Performance Assurance
Thomas S. Ryder, Acting Director, Office of Intelligence
William D. Magwood, IV, Director, Nuclear Energy, Science & Technology
Jeanne T. Lopatto, Director, Public Affairs
Raymond L. Orbach, Director, Office of Science
Joseph S. Mahaley, Director, Office of Security
Michael W. Owen, Director, Worker and Community Transition

Field Operations Office Managers

Marvin Gunn, Jr., Manager, Chicago Operations Office
John Kersten, Manager, Golden Field Office
Elizabeth Sellers, Manager, Idaho Operations Office
Gerald Boyd, Manager, Oak Ridge Operations Office
Roy J. Schepens, Manager, Office of River Protection
Robert F. Warther, Manager, Ohio Field Office
Keith Klein, Manager, Richland Operations Office
Eugene C. Schmitt, Manager, Rocky Flats Field Office
Jeffrey Allison, Manager, Savannah River Operations Office
Rita A. Bajura, Director, National Energy Technology Laboratory

PMA's

Stephen J. Wright, Administrator, Bonneville Power Administration
Charles A. Borchardt, Administrator, Southeastern Area Power Administration
Michael A. Deihl, Administrator, Southwestern Power Administration
Michael Hacskeylo, Administrator, Western Area Power Administration